



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53612

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** NYS ASSOCIATE COURT ATTENDANT, APPELLATE DIVISION **JG: 22**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> JUDICIAL DEPARTMENT  
ALBANY, NY

**BASE SALARY:** \$65,226

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year of experience in the New York State Senior Court Attendant, Appellate Division title; **or** an equivalent combination of education and experience.

Candidate must be legally eligible and qualified to carry firearms; New York State residency is required for appointment; candidates must be citizens of the United States and must possess a valid New York State driver's license.

**DISTINGUISHING FEATURES OF WORK:** Under the general direction of the New York State Chief of Security, Appellate Division, a New York State Associate Court Attendant, Appellate Division, is responsible for day-to-day supervision and on the job training of subordinate security personnel. New York State Associate Court Attendants, Appellate Division are responsible for ensuring that order and decorum are maintained in the courtroom, court buildings and grounds. New York State Associate Court Attendants, Appellate Division are responsible for overseeing the work of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division and Court Building Guards. New York State Associate Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms. New York State Associate Court Attendants, Appellate Division may also perform a variety of administrative and other related duties.

**ASSIGNMENT:** This position will be assigned to courtrooms and court premises in the Robert Abrams Building for Law and Justice, Empire State Plaza, Albany, New York and in other court locations within the Third Department as directed by the Presiding Justice, the Clerk of the Court, or the Chief of Security, Appellate Division.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 2. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**APPLICATION PROCEDURES:** NYS Unified Court System employees meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at <http://www.nycourts.gov/careers/UCS5.pdf> and a resume by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

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**POSTING DATE:** October 13, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 27, 2016

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**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**

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